

ADMINISTRATIVE COUNCILS, CABINETS, COMMITTEES REGULATION

A committee represents a cross section of a school community. It can, therefore, serve as a viable means of studying, evaluating, and/or changing various phases of school life. In order to assist committees in fulfilling their respective “charges” the following guidelines have been developed.

Initiation of the Committee

1. Committees may grow out of recommendations from district staff, parents, community members, Education Consultation Committee, Administrative Council, or the Board of Education.
2. Committees will be formed after careful discussion among concerned parties and Board assessments.
3. The Superintendent will make the final decision concerning the formation of an official committee.
4. Curriculum areas (reading, language arts, science, social studies, and math) are studied on a cyclical basis, usually every five years.

Charge to the Committee

1. The Superintendent will prepare the written charge to the committee. It should include the purpose, scope, completion date, and any other relevant data.
2. If a committee is unable to fulfill its charge it may seek a revision of this charge from the Superintendent.

Membership of the Committee

1. The extent of membership on a committee is determined by the nature and depth of the intended study, however, a balanced and representative group is desirable.
2. Committee members are sought from staff and citizens of the community who have an interest and concern in the particular area being studied. Since membership is on a voluntary basis, all faculty members should receive written notice of the formation of a new committee prior to its establishment.
3. Central High School District-One central high school district representative should be sought on all district curriculum committees, where articulation is needed between the elementary and secondary schools.

Operation of the Committee

1. The Chairperson of a committee should be elected by its members.
2. In large committees a chairperson may form a steering group to assist in planning and expending the work of the larger group.
3. A committee should meet as often as necessary to complete its charge.
4. All committee meetings should be open meetings.
5. A committee may invite consultants to attend one or more of its meetings in an advisory capacity.
6. If the committee needs additional members this matter should be proposed to the Superintendent.
7. Committee members should seek opinions and comments from the groups they represent so their viewpoint reflects a broader area than the membership of the committee.
8. Close communication should exist among the committee, faculty, and administration. This avoids conflicts at the end of a report, and welds the various groups together in supporting the efforts of an appointed committee.
9. Regular reports of a committee's progress should be given through the distribution of minutes, oral summaries at faculty meetings, and prepared interim and final reports.
10. If a stalemate has been reached in the functioning of a committee, the chairperson and a representative group of committee members should meet with the Superintendent to reassess its charge or to seek the termination of the committee.
11. The final written report of a committee should be submitted to the Superintendent at the specified date. Any member of the committee may submit any additional reports.
12. When modifications of final recommendations are being considered, every possible effort should be taken to obtain mutual agreement between the Committee and the Administrative Council to the proposed changes.
13. Secretarial services are available on a building or district level to handle typing, duplicating, and the distribution of committee reports and minutes.

Implementations of Committee Recommendations

1. The Superintendent has the legal responsibility to accept, modify, or reject recommendations of a committee.
2. If a committee recommendation cannot be implemented, the reasons should be explained to the committee members and faculty.
3. It is the responsibility of the Administrative Council to implement the recommendations of the committee.
4. A representative group of the original committee should be appointed by the Superintendent to assess the impact and implementation of the Committee's recommendations and to determine the need for continuing the original committee.

1st Reading November 20, 2000

2nd Reading & Adoption December 20, 2000

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